



City of Bellevue Fire Department
P.O. Box 90012
Bellevue, WA 98009 (425) 452-6872

Operational Permit Application Candles & Open Flame Devices in (Assembly) Occupancies

Work or activity requiring a permit shall not commence until such work or activity has been inspected and authorized with a valid permit. Violation of this condition may result in additional permit or inspection fees.

GENERAL INFORMATION *(to be completed by the permit applicant)* (PLEASE PRINT)

Business Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone No.	
Email Address:		

LOCATION OF PERMITTED ACTIVITY *(if different than above)* (PLEASE PRINT)

Business Name:		
Address:		
City:	State:	Zip:

PERMIT BILLING *(if different than above)* (PLEASE PRINT) *(Permits will be billed by the City of Bellevue)*

Business Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone No.	
Email Address:		

[Click here](#) for the current permit fee. Note: This fee will change every January 1st based on the current Seattle Consumer Price Index. Governmental or non-profit organizations are exempt from permit fees. If non-profit, please provide IRS documentation for non-profit status.

- Temporary use permits are invoiced within 30 days of permit issuance.
- Until revoked permits are invoiced January each year.
- All permits are subject to a late fee if not paid within 30 days of receipt.

Applicant Signature

Date

FIRE PREVENTION OFFICE USE ONLY:

Specific Permit Conditions:	
Application Disposition: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reason for Denial:	
Reviewed / Inspected By:	Date:



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PERMIT CONDITIONS

CANDLES / OPEN FLAME DEVICES IN (ASSEMBLY) OCCUPANCIES

The following conditions shall be adhered to at all times for the permit to be valid.

1. A separate operational permit is required to operate a place of assembly.
2. An operational permit is required to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.
3. Open-flame devices shall not be used in an assembly occupancy.

Exceptions:

- A. Open-flame devices are allowed to be used in the following situations, provided approved precautions are taken to prevent ignition of a combustible material or injury to occupants:
- B. Where necessary for ceremonial or religious purposes.
- C. On stages and platforms as a necessary part of a performance.
- D. Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.
- E. Heat-producing equipment complying with the International Mechanical Code.

Open-flame decorative devices shall comply with all of the following restrictions:

1. Class I and Class II liquids and LP-gas shall not be used.
2. Liquid- or solid-fueled lighting devices containing more than 8 ounces of fuel must self-extinguish and not leak fuel at a rate of more than 0.25 teaspoon per minute if tipped over.
3. The device or holder shall be constructed to prevent the spillage of liquid fuel or wax at the rate of more than 0.25 teaspoon per minute when the device or holder is not in an upright position.

4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical.

Exception: Devices that self-extinguish if tipped over and do not spill fuel or wax at the rate of more than 0.25 teaspoon per minute if tipped over.

5. The flame shall be enclosed except where openings on the side are not more than 0.375 inch diameter or where openings are on the top and the distance to the top is such that a piece of tissue paper placed on the top will not ignite in 10 seconds.

6. Chimneys shall be made of noncombustible materials and securely attached to the open-flame device.

Exception: A chimney is not required to be attached to any open-flame device that will self-extinguish if the device is tipped over.

7. Fuel canisters shall be safely sealed for storage.

8. Shades, where used, shall be made of noncombustible materials and securely attached to the open-flame device holder or chimney.

10. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning, and shall be located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles.

11. Candles and open flames shall not be used on or near decorative vegetation. Natural cut trees shall be kept a distance from heat vents and any open flame or heat-producing devices at least equal to the height of the tree.